



Order of workshop / training

Order form

Subject of an order			
Name of training:			
Date of training:	From:		To:
Place of training:			
No. of people			
Total net price:			
CSProf representative responsible for order execution			
Name and surname:	Zbigniew Kozłowski		
Contact phone:	+48 888 670 770		
e-mail:	Zbigniew.kozlowski@csprof.pl		
Ordering party			
Name of person submitting request:			
Tel no.:			
Fax:			
e-mail:			
Company name:			
VAT Registration number:			
Street:			
Postcode:			
City:			

I hereby declare I got familiar with the CSProf Regulations on Training and Workshop Organization

.....
(Company stamp and legible signature
of the person authorized to make an order)

List of participants:

No.	Name and surname	e-mail	Position
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



Regulations on Training and Workshop Organization

§ 1

1. **CSPProf** obliges to carry out training workshops for the benefit of the **Ordering Party** as specified in the order form.
2. Change of the timetable and training workshops scope requires written consent under the clause of nullity.

§ 2

1. Training participation prerequisites:
 - a) sending a signed and completed (company stamp required) order form of the training at: **info@csprof.pl**;
 - b) punctual payment mentioned in §3.

§ 3

1. In exchange for training/workshops organization, **CSPProf** is entitled to receive the payment defined in the order.
2. The invoice issued by **CSPProf** after the training is finished will be used as the basis for the payment.
3. The VAT amount will be added to the net price in accordance with current law.
4. **The Ordering Party** entitles to effect a payment by transfer at the following account number: PL 51 1050 1748 1000 0090 7633 6107 within the time specified on the invoice.
5. **The Ordering Party** authorizes **CSPProf** to issue the VAT invoice without the client signature.
6. **CSPProf** obliges to make out the invoice for the order execution within 7 days of the end of the training.

§ 4

1. **CSPProf** has the following duties:
 - a) ensuring well-qualified workshop specialist/trainer;
 - b) training workshops program preparation and its execution;
 - c) providing accommodation necessary to carry out the training workshops unless the ordering party decides differently;
 - d) providing each workshop participant with individual computer station equipped with hardware and software necessary for the training execution unless the ordering party decides differently.
2. **CSPProf** is not responsible for the attendance of participants indicated by the **Ordering Party**. **CSPProf** specialist/trainer will carry out training workshops according to the schedule regardless of all participants' attendance. All or few participants' absenteeism does not constitute the basis for payment reduction or carrying out additional, free training workshops for the absent persons if the specialist/trainer was prepared to conduct workshops at the agreed time.
3. Specialized software, materials and scripts provided by **CSPProf** within the framework of workshops execution are at **CSPProf** disposal and come under protection according to the intellectual property law. In connection with the above, the **Ordering Party** obliges not to perform the following actions:
 - a) modification, adaptation, change, linking or translation of materials or creating similar works on their basis;
 - b) rental, sale or any other way of forwarding materials to the third party;
 - c) copying or any other replication of materials without the written consent of **CSPProf**.

§ 5

1. Each party is entitled to change the workshop date without taking the consequences of this action not later than **5** working days before its start in case of appearance of serious technical or organizational problems causing the training of a given group impossible or difficult to happen.
2. Information on training workshops cancellation requires a written form and should be directed to the person responsible for the training execution indicated in the order form.
3. The cancelling party proposes a new date of the cancelled training.



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The date should be agreed by both parties within 10 days from the day the planned workshops were to happen.

4. In case of workshops cancellation by one of the parties with violation of section 1 or 2, the party responsible for it is obliged to call on the other party to pay the agreed penalty to the amount of 25% net price of the order's value.
5. Representatives mentioned in the form are entitled to cancel or change the workshop date.

§ 6

1. In case of no other regulations to this agreement, the parties bear the insurance responsibility for damages resulting from wrong execution or no execution of this Agreement in accordance with the rules defined in the Civil Code taking the following into consideration:

- a) no execution or wrong execution of the commitment results from deliberate fault of one of the parties, this party bears responsibility to the full extent of the damage;
- b) no execution or wrong execution of the commitment results from other reasons than deliberate fault of a given party, this party's responsibility is limited to the value of the paid payment mentioned in § 2.

§ 7

1. All documents, information and decisions concerning the order are confidential and can be used only by the parties with the aim of training execution.
2. The parties will make an effort towards their employees and other persons involved in the order's execution to ensure documents and information confidentiality.
3. The parties reserve the right to inform third parties about the cooperation fact for advertisement or references purposes.
4. This regulation has been in force since 15 November 2010 until further notice or new revision introduced by **CSProf**.